

Index

• *Symbols and Numerics* •

1 Ballpoint Pen button, Ink toolbar, 324
1-D shapes
 changing 2-D shapes to, 304–305
 compared to 2-D shapes, 94–95, 146
 control points for, 105–106
2 Ballpoint Pen button, Ink toolbar, 324
2-D (Blocks) stencil, 35
2-D shapes
 changing to 1-D, 304–305
 compared to 1-D shapes, 94, 146
3 Felt-tip Pen button, Ink toolbar, 324
3-D (Raised Blocks) stencil, 35
3-D shapes, 94, 146
3-D templates, 40
4 Highlighter button, Ink toolbar, 324
5 Highlighter button, Ink toolbar, 324

• *A* •

ABC Amber Conversion and Merging
 Software Web site, 369
Access database
 as data source for PivotDiagram, 46
 modeling, 38–39
accounting, templates for, 33, 53
Action toolbar, 147, 193–194, 223
Active Directory Objects stencil, 32
Active Directory template, 32–33
actuators, stencil for, 42
Add Line Jumps To button, Layout and
 Routing toolbar, 164
Aero Glass visual interface, 16
air conditioning, templates for, 43
Alarm and Access Control stencil, 49
Align Bottom button, Format Text toolbar,
 129
Align Center button, Formatting toolbar,
 128
Align Left button, Formatting toolbar, 128

Align Middle button, Format Text toolbar,
 129
Align Right button, Formatting toolbar, 128
Align Top button, Format Text toolbar, 129
alignment of shapes, 170, 187–189
alignment of text blocks, 127–130
Alt key, using to select commands, 2
Analog and Digital Logic stencil, 36
Annotation stencil, 39, 115. *See also*
 Callouts stencil
Appliances stencil, 42
applications. *See* Conceptual Web Site
 template; Database category; Software
 category
Arc Tool button, Drawing toolbar, 193, 203
architectural drawings, stencil for, 115
arcs, 94, 95–96. *See also* elliptical shapes,
 eccentricity of; 1-D shapes
Area Select Pointer Tool, 56, 58
Arrow Shapes stencil, 33
arrows in drawings, 33, 114. *See also*
 connection points
Asset reports, 292
Audit Diagram template, 33
automatic connection points, 13, 102,
 110–111, 149–150
automatic layout of shapes, 164–166
automation of business processes,
 template for, 53

• *B* •

background color
 for shapes, 216
 for text blocks, 142–143
background design for drawings, 361–362
background pages
 assigning to foreground pages, 242, 244
 background shapes for, 245–246
 creating, 243–244
 definition of, 242–243

- background pages (*continued*)
 - displaying, 245
 - editing, 245
 - layers in, 250, 259
 - reasons to use, 242
 - unassigning, 244–245
 - background shapes, 245–246
 - backgrounds for printed drawings, 87–88
 - Backgrounds stencil, 33, 115, 246
 - Ballpoint Pen buttons, Ink toolbar, 324
 - bar charts, template for, 36
 - Basic Diagram template, 33
 - Basic Electrical template, 34
 - Basic Flowchart Shapes stencil, 44
 - Basic Flowchart template, 34
 - Basic Network Diagram template, 34–35
 - Basic Shapes stencil, 33
 - Bath and Kitchen Plan stencil, 42, 47
 - benchmark simulation, template for, 44
 - benefits analysis, template for, 43
 - best practices for IT management, template for, 44
 - Block Diagram template, 35
 - Block Diagram with Perspective template, 35
 - blue triangles. *See* automatic connection points
 - blue Xs. *See* connection points
 - Bold button, Formatting toolbar, 140
 - books. *See* publications
 - Borders and Titles stencil, 33, 115
 - Boysen, Earl (*Electronics For Dummies*; *Electronics Projects For Dummies*), 34
 - Brainstorming template, 35
 - bridges, stencil for, 39
 - Bring to Front button, Action toolbar, 193, 198–200
 - bulleted lists in text blocks, 135–136
 - Business category
 - Audit Diagram template, 33
 - Basic Flowchart template, 34
 - Brainstorming template, 35
 - Cause and Effect Diagram template, 36
 - Charts and Graphs template, 36
 - Cross-Functional Flowchart template, 37
 - Data Flow Diagram template, 37–38
 - EPC (Event-driven Process Chain) Diagram template, 40–41
 - Fault Tree Analysis Diagram template, 41
 - ITIL Diagram template, 44
 - Marketing Charts and Diagrams template, 44
 - Organization Chart template, 45
 - PivotDiagram template, 46
 - TQM (Total Quality Management) Diagram template, 51
 - Value Stream Map template, 51–52
 - Work Flow Diagram template, 53
- C •
- C# language interfaces, in COM and OLE template, 37
 - calendar, creating from Outlook appointments, 341–343
 - Calendar template, 36
 - Callouts stencil, 37, 115. *See also* Annotation stencil
 - capacitors, stencil for, 43
 - categories of templates. *See specific categories*
 - Category list, 20
 - Cause and Effect Diagram template, 36
 - CCITT (Consultative Committee for International Telegraphy and Telephony), 48
 - ceilings, template for, 48
 - center of rotation pin, 107
 - Charting Shapes stencil, 36, 44
 - Charts and Graphs template, 36
 - Chonoles, Michael Jesse (*UML 2 For Dummies*), 45
 - circles, green. *See* control points; eccentricity handles; rotation handles
 - Circuits and Logic template, 36–37
 - Cisco Systems Web site, 367
 - cities, stencil for, 39
 - clicking, 2
 - Close button, Print Preview toolbar, 75
 - Close Ink Shape button, Ink toolbar, 324
 - closed shapes, 93–94
 - color
 - assigning to layers, 260–262
 - background color for text blocks, 142–143
 - fill color of shape, 140, 216–217
 - text color, 140
 - in themes, 218–220
 - COM and OLE template, 37

- Combine tool, 192, 195
 - comments
 - printing, 86–87
 - using, 12, 315–319
 - Common Controls stencil, 52
 - communications systems, template for, 48
 - company logo, saving as stencil shape, 361
 - component diagrams, template for, 34
 - Component Object Model (COM), COM and OLE template for, 37
 - Composite Assemblies stencil, 50
 - computer hardware. *See* Network category
 - Computers and Monitors stencil, 34
 - ConceptDraw Web site, 368
 - Conceptual Web Site template, 37
 - Connect Shapes button, Action toolbar, 147, 158
 - Connection Point Tool button, Standard toolbar, 147
 - connection points
 - adding to shape, 148–149
 - automatic, 13, 102, 110–111, 149–150
 - definition of, 102, 148
 - deleting, 149
 - snapping to, 179
 - using, 108–109
 - Connection Points button, View toolbar, 147, 171
 - connector shapes, 159–161
 - Connector Tool button, Standard toolbar, 147, 156–158
 - connectors. *See also* glue
 - crossing each other, jumps for, 162–164
 - definition of, 15, 145–146
 - drawing manually, 147–148
 - dynamic, 147
 - gluing to shapes, 155–161
 - moving, 161
 - smart, 147
 - Connectors stencil, 42, 115
 - Consultative Committee for International Telegraphy and Telephony (CCITT), 48
 - control handles, 95, 102, 103–104
 - control points
 - definition of, 102
 - moving, 208–209
 - using, 105–106
 - conventions used in this book, 2, 5
 - Copy button, Standard toolbar, 96, 120
 - Corner Rounding button, Format Shape toolbar, 215
 - Count and inventory reports, 292
 - Cross-Functional Flowchart template, 37
 - Cubicles stencil, 45, 50
 - Current Printer button, Print Preview toolbar, 75
 - Current View button, Print Preview toolbar, 75
 - Custom Line Patterns stencil, 115
 - Custom Patterns stencil, 115
 - custom properties
 - adding to a shape, 286–288
 - definition of, 282
 - editing, 285, 290–291
 - removing from a shape, 288–289
 - removing from stencils, 289–290
 - Cut button, Standard toolbar, 96, 120
- **D** •
- data. *See also* custom properties; files; reports
 - connecting to diagram, 14
 - generating drawings from, 12
 - layering, 11–12
 - reporting on, 12
 - saving in XPS format, 13
 - stored in shapes, 281–285, 291
 - storing, trusted locations for, 18
 - Data Flow Diagram (DFD) notation, Gane-Sarson, 38
 - Data Flow Diagram Shapes stencil, 37–38
 - Data Flow Diagram template, 37–38
 - Data Flow Model Diagram template, 38
 - data graphics, 353–354
 - Data Graphics task pane, 14
 - data links, 350–353
 - Data menu, 21
 - data structures, stencil for, 48
 - Database category
 - COM and OLE template, 37
 - Conceptual Web Site template, 37
 - Data Flow Model Diagram template, 38
 - Database Model Diagram template, 38–39
 - Enterprise Application template, 40
 - Express-G template, 41
 - Jackson template, 44
 - ORM Diagram template, 45

- Database category (*continued*)
 - Program Structure template, 48
 - ROOM (Real-time Object Oriented Modeling) template, 48
 - UML (Unified Modeling Language) Model Diagram template, 51
 - Web Site Map template, 52
 - Windows XP User Interface template, 52
- Database Model Diagram template, 38–39
- databases
 - as data source for drawings, 333
 - as data source for PivotDiagram, 46
 - reverse-engineering, 38
- dBase database, modeling, 38–39
- decision-making, templates for, 35, 43
- Decrease Font Size button, Format Text toolbar, 140
- Decrease Indent button, Formatting and Format Text toolbar, 129
- Decrease Paragraph Spacing button, Formatting and Format Text toolbar, 129
- Delete button, Standard toolbar, 96
- Delete Comment button, Reviewing toolbar, 319
- Delete Markup button, Reviewing toolbar, 319
- Dell Web site, 367
- Design-Drawing Web site, 366–367
- Detailed Network Diagram stencil, 39
- Detailed Network Diagram template, 39
- DFD (Data Flow Diagram) notation, Gane-Sarson, 38
- diagrams. *See* drawings
- diamonds, green. *See* vertices
- diamonds, yellow. *See* control handles
- diamond-shaped handles, 95–96
- digital ink, 324–328
- digital signatures for macros, 18
- Dimensioning stencil, 115
- dimensions. *See* 1-D shapes; 3-D shapes; 3-D templates; 2-D shapes
- Directional Map template, 39
- Directional Map 3-D template, 40
- Distribute button, Formatting toolbar, 129, 130
- distribution of shapes, 170, 187–189
- distribution of text, 129–130
- Document Stencil, 268, 270–271
- domains, template for, 32
- doors, stencils for, 40, 45
- dotted line, green. *See* selection frame
- double-click behavior of shape, changing, 306–307
- drag and drop, 15
- dragging, 2
- Drawing Explorer, 62–64
- drawing grid. *See* gridlines, in printed drawings
- drawing page size
 - definition of, 69
 - set by template, 228
 - setting, 70–73, 230–233, 360
- drawing screen, 20–21
- drawing templates. *See specific categories of templates*
- Drawing Tool Shapes stencil, 40, 45, 115
- Drawing toolbar, 105, 193
- Drawing window, 21
- drawings. *See also* layers; pages (foreground pages); templates
 - adding pages to, 233–236
 - background design for, 361–362
 - centering before printing, 360
 - comments on, adding, 12, 315–319
 - creating, 29–31, 55, 67
 - deleting pages from, 236–237
 - generating from data, 12
 - hyperlinks in, 12, 241
 - information about, 62–64
 - multi-page, 361
 - navigating through pages of, 59
 - opening, 67
 - orientation for, 70, 72, 228–230
 - panning through, 61–62
 - protecting from changes, 311–312
 - saving as a template, 66
 - saving as read-only, 310–311
 - saving as Web pages, 348–349
 - saving automatically, 64–65
 - saving for first time, 64
 - saving in other file formats, 66, 350
 - saving manually, 64
 - sharing with Office applications, 13
 - sharing with Visio Viewer, 348
 - storing in Outlook folders, 347
 - in this book, Web site for, 5
 - using in non-Visio documents, 343–348
 - zooming in on, 60–62

drill-down feature, 12
dynamic connectors, 147
dynamic grid, 175
dynamic (shape-to-shape) glue, 151–152

• E •

eccentricity handles, 102, 107–108
Edit Comment button, Reviewing toolbar, 319
electrical and electronics components. *See* Engineering category
Electrical and Telecom Plan template, 40
Electrical and Telecom stencil, 40, 41
electrical layouts, template for, 40
Electronics For Dummies (McComb and Boysen), 34
Electronics Projects For Dummies (Boysen and Muir), 34
Ellipse Tool button, Drawing toolbar, 193, 204–205
elliptical shapes, eccentricity of, 107–108
embedding, in OLE, 343, 345
Embellishments stencil, 115
endpoints, 94
Engineering category
 Basic Electrical template, 34
 Circuits and Logic template, 36–37
 Fluid Power template, 42
 Industrial Control Systems template, 43
 Part and Assembly Drawing template, 45–46
 Piping and Instrumentation Diagram (PID) template, 46
 Process Flow Diagram (PFD) template, 47
 Systems template, 50
engineering drawings, stencil for, 115
enlarging drawings when printing, 81–82
Enterprise Application stencil, 40
Enterprise Application template, 40
entities, template for, 37–38
Entity Relationship stencil, 38
entity-level diagrams, template for, 41
Entity-Relationship (ER) notation, 38
EPC Diagram Shapes stencil, 41
EPC (Event-driven Process Chain) Diagram template, 40–41
ER (Entity-Relationship) notation, 38
Eraser button, Ink toolbar, 324

ERwin ERX files, importing to Database Model Diagram template, 38
Essential Strategies Web site, 38
Event-driven Process Chain (EPC) Diagram template, 40–41
Excel data files
 as data source for drawings, 332, 338–339
 as data source for PivotDiagram, 46
 generating reports as, 293
 modeling, 38–39
Excel 2007 For Dummies (Harvey), 303
Exchange Objects stencil, 32
Express-G stencil, 41
Express-G template, 41
Extensible Markup Language (XML)
 generating reports as, 294
 Web services, template for, 39

• F •

Fasteners 1 stencil, 46
Fasteners 2 stencil, 46
Fault Tree Analysis Diagram template, 41
Fault Tree Analysis Shapes stencil, 41
FedEx/Kinkos Web site, 83
Felt-tip Pen button, Ink toolbar, 324
file formats
 converting between, 368, 369
 for data links, 351
 for data used in drawings, 332–333
 for exporting data, 341
 for exporting shapes and drawings, 346–347
 for inserting into drawings, 330–331
 for opening drawings, 67
 for saving drawings, 66, 350
File Transfer Protocol (FTP), Conceptual Web Site template for, 37
files
 as data for drawings, 331–337
 inserting into drawings, 330–331
Fill Color button, Formatting toolbar, 140, 217
fill color of shape, 140, 216–217
Fill Pattern button, Format Shape toolbar, 217
filters, stencil for, 42
financial management, Audit Diagram template for, 33
firewalls, template for, 34–35

- First Tile button, Print Preview toolbar, 75
 - fishbone diagram. *See* Cause and Effect Diagram template
 - 5 Highlighter button, Ink toolbar, 324
 - fixed grid, 173
 - Flip Horizontal button, Action toolbar, 193, 212–213
 - Flip Vertical button, Action toolbar, 193, 212–213
 - Floor Plan template, 41–42
 - Floor Plans category
 - Directional Map template, 39
 - Directional Map 3-D template, 40
 - Electrical and Telecom Plan template, 40
 - Floor Plan template, 41–42
 - Home Plan template, 42
 - HVAC Control Logic Diagram template, 43
 - HVAC Plan template, 43
 - Office Layout template, 44–45
 - Plant Layout template, 47
 - Plumbing and Piping Plan template, 47
 - Reflected Ceiling Plan template, 48
 - Security and Access Plan template, 49
 - Site Plan template, 49
 - Space Plan template, 49–50
 - Flowchart category
 - Basic Flowchart template, 34
 - Cross-Functional Flowchart template, 37
 - Data Flow Diagram template, 37–38
 - IDEF0 Diagram template, 43
 - SDL (Specification and Description Language) Diagram template, 48
 - Work Flow Diagram template, 53
 - Flowchart reports, 292
 - Fluid Power template, 42. *See also* Plumbing and Piping Plan template
 - Fluid Power-Equipment stencil, 42
 - Fluid Power-Valve Assembly stencil, 42
 - fluids, transfer of, templates for, 42, 46, 47
 - Font button, Formatting toolbar, 140
 - font for text, 139–142
 - Font Size button, Formatting toolbar, 140
 - fonts used in this book, 2
 - footers for printed drawings, 77–79
 - foreground pages. *See also* background pages
 - adding shape to all pages in, 362
 - adding to drawing, 233–236
 - assigning background pages to, 242, 244
 - definition of, 227
 - deleting from drawing, 236–237
 - displaying multiple pages at once, 238–239
 - multi-page drawings, 361
 - reasons to use, 233–234
 - renaming, 240
 - reordering in drawing, 239
 - rotating, 246–247
 - switching between, in drawing, 238
 - Format Painter button, Standard toolbar, 97, 121, 193, 218
 - Format Shape toolbar, 215, 217, 253
 - Format Text toolbar, 129, 140
 - formatting. *See also* themes
 - of shapes, applying to other shapes, 97, 363
 - of text in text blocks, applying to other text, 121, 143
 - of text in text blocks, setting, 139–142
 - Formatting toolbar, 128–129, 140, 215, 217
 - 4 Highlighter button, Ink toolbar, 324
 - Fragment tool, 192, 195–197
 - freeform shapes, 94, 95–96. *See also* 1-D shapes
 - Freeform Tool button, Drawing toolbar, 193, 204
 - Free-standing Rack Equipment stencil, 48
 - freestanding text, 120–123. *See also* text blocks
 - Fundamental Items stencil, 43
 - Furniture and Garden Accessories stencil, 42
- **G** ●
- Gane-Sarson Data Flow Diagram (DFD) notation, 38
 - Gane-Sarson stencil, 38
 - Gantt Chart, creating, 338–341
 - Gantt Chart menu, 21–22
 - Gantt Chart Shapes stencil, 42
 - Gantt Chart template, 42
 - Gantt Chart toolbar, 42
 - Gantt Chart Wizard, 340–341
 - Garden Accessories stencil, 49
 - garden shapes, stencil for, 42
 - gases, transfer of, templates for, 42, 46
 - General category
 - Basic Diagram template, 33
 - Basic Flowchart template, 34

- Block Diagram template, 35
 - Block Diagram with Perspective template, 35
 - Getting Started entry, 19
 - glue. *See also* connectors
 - attachment location of, 154–155
 - definition of, 150–151
 - gluing connectors to shapes, 155–161
 - for layers, 263
 - point-to-point (static) glue, 151, 152
 - shape-to-shape (dynamic) glue, 151–152
 - type of, changing, 153–154
 - type of, identifying, 152
 - Glue to Connection Points button, Snap & Glue toolbar, 172
 - Glue to Guides button, Snap & Glue toolbar, 172
 - Glue to Shape Geometry button, Snap & Glue toolbar, 172
 - Glue to Shape Handles button, Snap & Glue toolbar, 172
 - Glue to Shape Vertices button, Snap & Glue toolbar, 172
 - graph paper lines. *See* gridlines
 - graphics
 - adding to all pages in drawing, 362
 - company logo, saving as stencil shape, 361
 - data graphics, 353–354
 - data links to, 352
 - inserting into drawings, 330–331
 - graphs. *See* Charts and Graphs template; drawings
 - green circles. *See* control points; eccentricity handles; rotation handles
 - green diamonds. *See* vertices
 - green dotted line. *See* selection frame
 - green squares. *See* endpoints; selection handles
 - Grid button, View toolbar, 171
 - gridlines
 - definition of, 170
 - in printed drawings, 80
 - snapping to, 179
 - using, 173–175
 - grids
 - dynamic, 175
 - fixed, 173
 - variable, 173
 - Group button, Action toolbar, 223
 - groups
 - in Active Directory Objects stencil, 32
 - adding shapes to, 225
 - adding text to, 225–226
 - changing behavior of, 306
 - commenting on drawings, 12, 315–319
 - creating, 223–224
 - editing, 224–225
 - removing shapes from, 225
 - revisions of drawings for, 12
 - guide lines, 185–186
 - guide points, 186–187
 - Guides button, View toolbar, 171
 - guides in drawings
 - definition of, 170
 - snapping to, 179
 - using, 184–187
- H •**
- handles
 - list of, 101–102
 - snapping to, 179
 - hanging indent, 137
 - hardware, computer. *See* Network category
 - hardware, electronics. *See* Engineering category
 - Harvey, Greg (*Excel 2007 For Dummies*), 303
 - headers for printed drawings, 77–79
 - Heating, Ventilation, and Air Conditioning. *See* entries under HVAC
 - Help window, 25–26
 - Highlighter buttons, Ink toolbar, 324
 - Home Networking For Dummies, 3rd Edition* (Ivens), 35
 - Home Plan template, 42. *See also* Floor Plan template
 - horizontal alignment of text blocks, 127
 - HTML
 - generating reports as, 293
 - saving drawings as, 348–349
 - human resources, template for, 53
 - HVAC Control Logic Diagram template, 43
 - HVAC Controls Equipment stencil, 43
 - HVAC Controls stencil, 43
 - HVAC Plan template, 43
 - hydraulic systems, template for, 42
 - hyperlinks in drawings, 12, 241, 344, 346

• I •

Icon Sets stencil, 115
 Icons and Details button, Stencil toolbar, 268
 Icons and Names button, Stencil toolbar, 268
 icons for shapes, creating, 277–278
 Icons Only button, Stencil toolbar, 268
 Icons stencil, 52
 icons used in this book, 5
 IDEF0 (Integrated Definition for Functioning Modeling) Diagram template, 43
 IDEF1X (Integrated Definition for Data Modeling) notation, 38
 images. *See* graphics
 IMD (VisioModeler) files, importing to Database Model Diagram template, 38
 Increase Font Size button, Format Text toolbar, 140
 Increase Indent button, Formatting and Format Text toolbar, 129
 Increase Paragraph Spacing button, Formatting and Format Text toolbar, 129
 indents in text blocks, 129, 137, 138–139
 inductors, stencil for, 43
 Industrial Control Systems template, 43
 information flow, template for, 51–52, 53
 Information Technology Infrastructure Library (ITIL) Diagram template, 44
 Initiation and Annunciation stencil, 49
 ink. *See* digital ink
 Ink Color button, Ink toolbar, 324
 Ink Thickness button, Ink toolbar, 324
 Ink Tool button, Reviewing toolbar, 319, 324
 Ink toolbar, 324
 Insert Comment button, Reviewing toolbar, 318
 Integrated Circuit Components stencil, 36
 Integrated Definition for Data Modeling (IDEF1X) notation, 38
 Integrated Definition for Functioning Modeling (IDEF0) Diagram template, 43
 Intersect tool, 192, 197
 intersections, snapping to, 179
 Irrigation stencil, 49

Ishikawa diagram. *See* Cause and Effect Diagram template
 ISO 9000 standard, 41, 51, 53
 Italic button, Formatting toolbar, 140
 ITIL (Information Technology Infrastructure Library) Diagram template, 44
 ITIL Shapes stencil, 44
 Ivens, Kathy (*Home Networking For Dummies, 3rd Edition*), 35

• J •

Jackson stencil, 44
 Jackson template, 44
 Java language interfaces, in COM and OLE template, 37
 JavaScript, Conceptual Web Site template for, 37
 jumps for connectors, 162–164
 Justify button, Formatting toolbar, 129, 130

• K •

kanbans, 51–52
 kitchen shapes, stencil for, 42, 47

• L •

Landmark Shapes stencil, 39
 landscape mode, 70, 72
 landscaping, template for, 49
 Language level Shapes stencil, 48
 Lasso Select button, Standard toolbar, 193
 Lasso Select Pointer Tool, 56, 58
 Last Tile button, Print Preview toolbar, 75
 Lay Out Shapes feature, 164–166
 Layer Properties button, View toolbar, 253
 layers
 activating, 258–259
 adding to drawing, 253–254
 assigning all unassigned shapes to, 258–259
 assigning colors to, 260–262
 assigning shapes to, 251–252, 256–257

- assigning shapes to multiple layers, 258
 - on background pages, 250, 259
 - definition of, 11–12, 249–250
 - displaying layer for selected shape, 253, 258
 - gluing shapes between layers, 263
 - hiding, 256
 - locking (protecting from changes), 259–260, 310
 - printing specific layers, 88, 262
 - properties of, setting, 253
 - reasons to use, 249–250, 252
 - removing from drawing, 254–255
 - removing shapes from, 257
 - renaming, 255
 - snapping shapes between layers, 263
 - Layers button, Format Shape toolbar, 253
 - Layout and Routing toolbar, 164
 - LDAP (Lightweight Directory Access Protocol) Directory template, 44
 - LDAP Objects stencil, 44
 - Legend shape, Network and Peripherals stencil, 35
 - Line Color button, Formatting toolbar, 215
 - Line Ends button, Formatting toolbar, 215
 - line graphs, template for, 36
 - Line Jump Style button, Layout and Routing toolbar, 164
 - Line Pattern button, Formatting toolbar, 215
 - line patterns, stencil for, 115
 - line style for shapes, 213–215
 - Line Tool button, Drawing toolbar, 193, 200–202
 - Line Weight button, Formatting toolbar, 215
 - lines, 94. *See also* connectors; 1-D shapes
 - linking, in OLE, 343, 344–345
 - links in drawings. *See* hyperlinks in drawings
 - liquids, transfer of, templates for, 42, 46, 47
 - lists in text blocks, 135–138
 - locking. *See* protection from changes
 - logo, saving as stencil shape, 361
- **M** •
- machine tools, template for, 45–46
 - macros, digitally signing, 18
 - mail, stencil for, 32
 - management, template for, 53
 - manufacturing
 - flow of material in, template for, 51–52
 - space for, template for, 47
 - Maps and Charts stencil, 50
 - Maps category
 - Directional Map template, 39
 - Directional Map 3-D template, 40
 - Electrical and Telecom Plan template, 40
 - Floor Plan template, 41–42
 - Home Plan template, 42
 - HVAC Control Logic Diagram template, 43
 - HVAC Plan template, 43
 - Office Layout template, 44–45
 - Plant Layout template, 47
 - Plumbing and Piping Plan template, 47
 - Reflected Ceiling Plan template, 48
 - Security and Access Plan template, 49
 - Site Plan template, 49
 - Space Plan template, 49–50
 - margins for text blocks, 131–132
 - Marketing Charts and Diagrams template, 44
 - Marketing Diagrams stencil, 44
 - Marketing Shapes stencil, 44
 - markup
 - adding to drawing, 319–320
 - comments, printing, 86–87
 - comments, using, 12, 315–319
 - definition of, 313–314
 - deleting, 319, 323
 - digital ink, 324–328
 - displaying, 318, 320–321
 - features for, 314
 - incorporating into drawing, 321–323
 - overlays for, 316
 - tracking, 316–319
 - master shapes, 15, 274–276, 277
 - McComb, Gordon (*Electronics For Dummies*), 34
 - measurement specifications, stencil for, 115
 - mechanical devices, template for, 45–46
 - Memory Objects stencil, 48
 - menu commands, 2
 - menus, 21–22

Metro Shapes stencil, 39
 Microsoft Office Visio Help button, Print Preview toolbar, 75
 milestones, template for, 46
 monitors, stencil for, 34
 Muir, Nancy (*Electronics Projects For Dummies*), 34
 Multiple Select Pointer Tool, 56, 58

• N •

Names Only button, Stencil toolbar, 268
 Names under Icons button, Stencil toolbar, 268
 National Institute of Standards and Technology (NIST), 41
 navigating through pages of drawing, 59
 navigation bar, 59
 Network and Peripherals stencil, 34–35
 Network category
 Active Directory template, 32–33
 Basic Network Diagram template, 34–35
 Conceptual Web Site template, 37
 Detailed Network Diagram template, 39
 LDAP Directory template, 44
 Rack Diagram template, 48
 Web Site Map template, 52
 Network Locations stencil, 39
 Network News Transfer Protocol (NNTP), stencil for, 32
 Network Room Elements stencil, 48
 New Stencil button, Stencil toolbar, 268
 Next Markup button, Reviewing toolbar, 319
 Next Tile button, Print Preview toolbar, 75
 Nick Finck Web site, 368
 NIST (National Institute of Standards and Technology), 41
 NNTP (Network News Transfer Protocol), stencil for, 32
 numbered lists in text blocks, 136–138
 Numeric reports, 292

• O •

Object Linking and Embedding. *See* OLE
 Object Relational stencil, 38

Object Role Model (ORM) Diagram template, 45. *See also* UML Model Diagram template
 ODBC (Open DataBase Connectivity)
 source
 as data source for PivotDiagram, 46
 modeling, 38–39
 Office applications, sharing drawings with, 13
 Office Equipment stencil, 45, 50
 Office Furniture stencil, 50
 Office Layout template, 44–45
 OLE (Object Linking and Embedding)
 COM and OLE template for, 37
 database, for PivotDiagram template, 46
 sharing data and graphics using, 343–345
 1 Ballpoint Pen button, Ink toolbar, 324
 1-D shapes
 changing 2-D shapes to, 304–305
 compared to 2-D shapes, 94–95, 146
 control points for, 105–106
 online printing services, 83–84
 Open DataBase Connectivity (ODBC)
 source
 as data source for PivotDiagram, 46
 modeling, 38–39
 open shapes, 93–94
 Organization Chart template, 45
 Organization Chart Wizard, 332–337
 orientation of drawing, 70, 72, 228–230
 ORM (Object Role Model) Diagram template, 45. *See also* UML Model Diagram template
 outdoor layouts, template for, 49
 outlines, Brainstorming template for, 35
 Outlook files
 creating calendar from, 341–343
 as data source for drawings, 332
 Outlook, storing drawings in, 347
 overlays, for markup, 316

• P •

page size. *See* drawing page size
 pages (foreground pages). *See also*
 background pages
 adding shape to all pages in, 362
 adding to drawing, 233–236

- assigning background pages to, 242, 244
- definition of, 227
- deleting from drawing, 236–237
- displaying multiple pages at once, 238–239
- multi-page drawings, 361
- reasons to use, 233–234
- renaming, 240
- reordering in drawing, 239
- rotating, 246–247
- switching between, in drawing, 238
- Pan & Zoom window, 61–62
- panning through a drawing, 61–62
- paper size. *See* printer paper size
- paragraph spacing in text blocks, 129, 138–139
- Parking and Roads stencil, 49
- parks, template for, 49
- Part and Assembly Drawing template, 45–46
- Paste button, Standard toolbar, 96, 120
- patterns
 - in Custom Patterns stencil, 115
 - for shapes, 216–217
- Pencil Tool button, Drawing toolbar, 193, 202–203
- peripherals
 - Basic Network Diagram template for, 34–35
 - in Network and Peripherals stencil, 34
- PERT Chart Diagram stencil, 46
- PERT (Program Evaluation Review Technique) Chart template, 46
- PFD (Process Flow Diagram) template, 47
- pictures. *See* drawings; graphics
- PID (Piping and Instrumentation Diagram) template, 46
- pie charts, template for, 36
- pivot diagrams, 14, 355
- PivotDiagram template, 46, 355
- planning, Brainstorming template for, 35
- Plant Layout template, 47
- Planting stencil, 49
- Plumbing and Piping Plan template, 47
- Plumbing stencil, 47
- pneumatic systems, template for, 42
- Pointer Tool button, Standard toolbar, 56, 120, 147, 193
- Points of Interest stencil, 41–42
- point-to-point (static) glue, 151, 152
- POP (Post Office Protocol), stencil for, 32
- portrait mode, 70, 72
- posters, Basic Diagram template for, 33
- power systems, industrial, template for, 43
- predefined reports, 292–294
- previewing drawings, 73–75, 240–241
- Previous Markup button, Reviewing toolbar, 319
- Previous Tile button, Print Preview toolbar, 75
- Print button, Print Preview toolbar, 74
- Print Preview, 73–75
- Print Preview toolbar, 74–75
- print scale of drawing, changing, 81–82
- printer paper size
 - definition of, 69
 - set by template, 228
 - setting, 70–73
- printing drawings
 - backgrounds for, 87–88
 - centering drawing before, 360
 - excluding shapes when, 85–86
 - footers for, 77–79
 - gridlines, 80
 - headers for, 77–79
 - layers of drawing, 88, 262
 - online printing services for, 83–84
 - orientation for, 70, 72, 228–230
 - oversized drawings, tiling, 82–83
 - page sizes used by, 69–73
 - part of a drawing, 80–81
 - previewing drawing before, 73–75, 240–241
 - printer for, choosing, 75, 76
 - procedure for, 76–77
 - reviewers' comments, 86–87
 - to scale, 84–85
 - scale of, reducing or enlarging, 81–82
- PrintingForLess.com Web site, 83
- problem-solving, Brainstorming template for, 35
- Process Annotations stencil, 46, 47
- process diagramming, template for, 44
- Process Flow Diagram (PFD) template, 47
- Program Evaluation Review Technique (PERT) Chart template, 46
- Program Structure template, 48
- programming. *See* Software category
- properties, custom. *See* custom properties

properties of shapes, 92–93
 protection from changes. *See also* security
 for drawings, 311–312
 for layers, 259–260, 310
 for shapes, 308–310
 publications
 Electronics For Dummies (McComb and
 Boysen), 34
 Electronics Projects For Dummies (Boysen
 and Muir), 34
 Excel 2007 For Dummies (Harvey), 303
 *Home Networking For Dummies, 3rd
 Edition* (Ivens), 35
 UML 2 For Dummies (Chonoles and
 Schardt), 45
 Windows Server 2003 For Dummies (Tittel
 and Stewart), 33
 Windows Vista For Dummies (Rathbone), 3
 pumps, stencil for, 42

• R •

Rack Diagram template, 48
 Rack-mounted Equipment stencil, 48
 radio towers, template for, 39
 Rathbone, Andy (*Windows Vista For
 Dummies*), 3
 Real-time Object Oriented Modeling
 (ROOM) template, 48
 recreation areas, template for, 49
 Recreation Shapes stencil, 39
 Rectangle Tool button, Drawing toolbar,
 193, 204–205
 reducing drawings when printing, 81–82
 Reflected Ceiling Plan template, 48
 Registers, Grills, and Diffusers stencil, 48
 relays, template for, 34
 reports
 creating, 294–301
 definition of, 12, 291
 modifying, 302
 predefined reports, 292–294
 resistors, stencil for, 43
 resources. *See* publications; Web site
 resources
 Resources stencil, 50
 Reverse Engineer Wizard, 38
 Reviewers button, Reviewing toolbar, 318
 reviewing drawings. *See* comments; markup

Reviewing Pane button, Reviewing
 toolbar, 319
 Reviewing toolbar, 318–319, 324
 right-clicking, 2
 Road Shapes stencil, 39
 road signs, stencil for, 39
 ROOM (Real-time Object Oriented
 Modeling) template, 48
 root cause analysis diagram, template for, 36
 Rotate Left button, Action toolbar, 194, 209,
 210–211
 Rotate Right button, Action toolbar, 194,
 209, 210–211
 Rotating Equip and Mech Functions
 stencil, 43
 rotation
 of pages, 246–247
 of shapes, 107, 194, 209–212, 359–360
 of text blocks, 121, 143–144
 rotation handles
 definition of, 94, 102
 rotating to a specific angle using, 359–360
 using, 107, 209, 210
 rotation pin, 211–212
 routers, stencil for, 39
 Rulers button, View toolbar, 171
 rulers in drawings
 definition of, 170
 snapping to, 179
 using, 181–184

• S •

sales pyramids, template for, 44
 Samples entry, 19–20
 SAP R/3 model, used by EPC Diagram
 template, 40–41
 satellites, template for, 39
 scale of drawing
 definition of, 170
 printing to, 84–85
 set by template, 227
 setting, 175–178
 Schardt, James A. (*UML 2 For Dummies*), 45
 Schedule category
 Calendar template, 36
 Gantt Chart template, 42
 PERT Chart template, 46
 Timeline template, 50–51

- schema-level diagrams, template for, 41
- SDL Diagram Shapes stencil, 48
- SDL (Specification and Description Language) Diagram template, 48
- security
 - in Active Directory Objects stencil, 32
 - locking layers, 259–260, 310
 - protecting drawings from changes, 311–312
 - protecting shapes from changes, 308–310
 - saving drawings as read-only, 310–311
 - Vista features for, 17–18
- Security and Access Plan template, 49
- selection frame, 94
- selection handles, 94, 102
- Send to Back button, Action toolbar, 194, 198–200
- separators, stencil for, 42
- Servers stencil, 39
- servers, templates for, 32, 34–35, 39
- Setup button, Print Preview toolbar, 74
- Shadow Color button, Format Shape toolbar, 217
- shadows for shapes, 216–217
- shape data, 281–285, 291
- Shape menu, 21
- shape reports, 294
- shapes. *See also* connection points;
connectors
 - adding to all pages in drawing, 362
 - adding to drawing, 57
 - adjusting with control handles, 103–104
 - adjusting with control points, 105–106
 - alignment of, 170, 187–189
 - assigning to layers, 251–252, 256–257
 - assigning to multiple layers, 258
 - background color for, 216
 - background shapes, 245–246
 - categories of, listing, 97
 - changing behavior of, 306–307
 - changing digital ink drawings to, 327
 - closed, 93–94
 - combining, 192, 195
 - copying, 96, 98–99
 - creating, 200–205
 - in current drawing, listed in Document Stencil, 270
 - customizing, 11
 - cutting, 96, 97–98
 - data links to, 350–353
 - data stored in, 281–285, 291
 - definition of, 15, 91–93
 - deleting, 96, 101
 - deselecting, 59
 - distribution of, 170, 187–189
 - double-click behavior of, changing, 306–307
 - elliptical, adjusting eccentricity of, 107–108
 - excluding from printed drawing, 85–86
 - exporting, 346–348
 - fill color of, 140, 216–217
 - finding in stencils, 111–113, 267
 - flipping, 193, 212–213
 - formatting of, applying to other shapes, 97, 363
 - formatting of, changing, 218
 - fragmenting, 192, 195–197
 - generating reports as, 294, 302–303
 - gluing connectors to, 155–161
 - grouping, 223–226
 - handles for, list of, 101–102
 - icons for, creating, 277–278
 - importing, 346–348
 - intersecting, 192, 197
 - laying out automatically, 164–166
 - line style for, 213–215
 - master shapes, 15, 274–276, 277
 - moving, 97–98
 - nudging (moving in tiny increments), 98
 - 1-D shapes, 94–95, 105–106, 146, 304–305
 - open, 93–94
 - overlapping, creating shapes by, 192
 - pasting, 96, 97–99
 - pattern for, 216–217
 - in Professional version, 14
 - properties of, 92–93
 - protecting from changes, 308–310
 - provided by Visio, 11
 - removing from layers, 257
 - resizing, 99–100
 - restacking, 193–194, 198–200
 - rotating, 107, 194, 209–212, 359–360
 - saving company logo as, 361
 - selecting, before performing tasks on, 57
 - selecting, multiple, 58–59
 - selecting, Pointer Tool button for, 56
 - shadows for, 216–217

- shapes (*continued*)
 - snapping into place, 170, 178–181
 - subtracting, 192, 197–198
 - text shapes (freestanding text), 120–123
 - 3-D shapes, 94, 146
 - transparency of, adjusting, 362
 - 2-D shapes, 94, 146, 304–305
 - undeleting, 101
 - uniting, 192, 194–195
 - unlocking, 363
 - using in non-Visio documents, 343–348
 - vertices (corners) in, 102, 106–107, 206–208
- Shapes button, Standard toolbar, 97
- Shapes window, 21
- shape-to-shape (dynamic) glue, 151–152
- SharePoint Server, for PivotDiagram template, 46
- Shop Floor-Machines and Equipment stencil, 47
- Shop Floor-Storage and Distribution stencil, 47
- Show Document Stencil button, Stencil toolbar, 268
- Show/Hide Markup button, Reviewing toolbar, 318
- Single Tile button, Print Preview toolbar, 75
- Site Accessories stencil, 49
- Site Plan template, 49
- Six Sigma strategy, 33, 41, 51, 53
- Size and Position window, 100, 211
- Small Cap button, Format Text toolbar, 140
- smart connectors, 147
- SmartShapes, 93. *See also* shapes
- Snap & Glue toolbar, 171–172
- Snap feature
 - definition of, 170
 - for layers, 263
 - using, 178–181
- Snap to Alignment Box button, Snap & Glue toolbar, 172
- Snap to Drawing Aids button, Snap & Glue toolbar, 172
- Snap to Dynamic Grid button, Snap & Glue toolbar, 171
- Snap to Grid button, Snap & Glue toolbar, 172
- Snap to Ruler Subdivisions button, Snap & Glue toolbar, 172
- Snap to Shape Intersections button, Snap & Glue toolbar, 172
- Software category
 - COM and OLE template, 37
 - Conceptual Web Site template, 37
 - Data Flow Model Diagram template, 38
 - Database Model Diagram template, 38–39
 - Enterprise Application template, 40
 - Express-G template, 41
 - Jackson template, 44
 - ORM Diagram template, 45
 - Program Structure template, 48
 - ROOM (Real-time Object Oriented Modeling) template, 48
 - UML (Unified Modeling Language) Model Diagram template, 51
 - Web Site Map template, 52
 - Windows XP User Interface template, 52
- Space Plan template, 49–50
- spacing of text. *See* alignment of text blocks; paragraph spacing in text blocks
- Specification and Description Language (SDL) Diagram template, 48
- Sports Fields and Recreation stencil, 49
- spreadsheets. *See* Excel data files
- Springs and Bearings stencil, 46
- SQL Server
 - data links to, 350–353
 - as data source for PivotDiagram, 46
- SQL Server database, modeling, 38–39
- squares, green. *See* endpoints; selection handles
- Stamp button, Standard toolbar, 97
- Standard for Exchange of Product (STEP) model, 41
- states, template for, 38
- static (point-to-point) glue, 151, 152
- stencil tips, 26–27
- Stencil toolbar, 268–269
- stencils. *See also specific stencils*
 - adding to drawing, 114
 - closing, 54
 - creating, 268, 271–274
 - definition of, 15, 92
 - displaying shapes in, 268–269
 - editing, 274

- finding shapes in, 111–113, 267
 - location of, default, 53
 - location of, moving, 53–54
 - master shapes on, adding, 276
 - master shapes on, deleting, 277
 - master shapes on, naming, 274–276
 - opened automatically with templates, 53
 - opening, 54–55
 - Web sites supplying, 366–367, 368
 - STEP (Standard for Exchange of Product) model, 41
 - Steward, James Michael (*Windows Server 2003 For Dummies*), 33
 - Strikethrough button, Format Text toolbar, 140
 - styles, 279
 - Subscript button, Format Text toolbar, 140
 - Subtract tool, 192, 197–198
 - Superscript button, Format Text toolbar, 140
 - switches, template for, 34
 - Symbols stencil, 115
 - Systems template, 50
- T •
- tabs in text blocks, 132–135
 - tasks, template for, 42
 - telecommunications systems, template for, 48
 - templates. *See also specific categories of templates*
 - categories of, 20
 - creating, 278–280
 - definition of, 15, 227–228, 278
 - features of, 32
 - list of, in alphabetic order, 32–53
 - new features for, 13
 - predefined layers in, 251–252
 - in Professional version, 14
 - saving drawings as, 66
 - Terminals and Connectors stencil, 36
 - Text Block Tool button, Standard toolbar, 121
 - text blocks
 - adding to groups, 225–226
 - alignment of, changing, 127–130
 - in Annotations stencil, 114
 - attached to shapes, 119–120, 121–122
 - background color for, 142–143
 - bulleted lists in, 135–136
 - changing digital ink drawings to, 327–328
 - characteristics of, applying to other text, 121, 143
 - copying and pasting text in, 124–125
 - copying text in, 120
 - cutting text in, 120
 - default text in, 119–120
 - definition of, 119–120
 - displaying for a shape, 121
 - editing text in, 123–124
 - formatting of text in, 139–142
 - freestanding text, 120–123
 - indentation in, 129, 138–139
 - margins for, changing, 131–132
 - moving, 121, 125–126
 - numbered lists in, 136–138
 - paragraph spacing in, 129, 138–139
 - pasting text in, 120
 - resizing, 121, 126–127
 - rotating, 121, 143–144
 - tabs in, 132–135
 - transparency of, adjusting, 362
 - Text Color button, Formatting toolbar, 140
 - text files, as data source for drawings, 332–333, 338–339
 - text shapes (freestanding text), 120–123
 - Text Tool button, Standard toolbar, 120
 - Theme button, Formatting toolbar, 215, 217
 - themes
 - color settings in, 218–220
 - copying, 221–222
 - definition of, 13
 - effects in, 220–221
 - using, 115–117
 - thickness of 1-D shapes, 94
 - 3 Felt-tip Pen button, Ink toolbar, 324
 - 3-D (Raised Blocks) stencil, 35
 - 3-D shapes, 94, 146
 - 3-D templates, 40
 - tiling
 - printing drawings using, 82–83
 - viewing tiles in Print Preview, 75
 - Timeline stencil, 51
 - Timeline template, 50–51
 - timelines, templates for, 42, 46
 - Title Blocks stencil, 46, 115

Tittel, Ed (*Windows Server 2003 For Dummies*), 33

Toggle Glue button, Snap & Glue toolbar, 171

Toggle Snap button, Snap & Glue toolbar, 171
toolbar buttons, using, 2

toolbars. *See also specific toolbars*

 custom, creating, 23

 deleting buttons from, 24–25

 displaying, 22

 docking, 23

 hiding, 22

 list of, 22

 modifying, 24

Toolbars and Menus stencil, 52

Tools menu, 21

ToolTips, 26

Total Quality Management (TQM) Diagram
 template, 51

towns, stencil for, 39

Track Markup button, Reviewing toolbar, 319

tracking markup, 316–319

Transmission Paths stencil, 36

transparency, adjusting, 362

Transparency button, Format Shape
 toolbar, 215, 217

Transportation Shapes stencil, 39

triangles, blue. *See* automatic connection
 points

trusted locations, in Vista, 18

2 Ballpoint Pen button, Ink toolbar, 324

2-D (Blocks) stencil, 35

2-D shapes

 changing to 1-D shapes, 304–305

 compared to 1-D shapes, 94, 146

• U •

UML 2 For Dummies (Chonoles and
 Schardt), 45

UML (Unified Modeling Language) Model
 Diagram template, 51. *See also* ORM
 Diagram template

Underline button, Formatting toolbar, 140

Undo feature, 101

Ungroup button, Action toolbar, 223

Union tool, 192, 194–195

University of Texas Web site, 38

user interfaces, template for, 52

User shape, Network and Peripherals
 stencil, 35

users, in network, stencils for, 32, 34–35

• V •

Value Stream Map Shapes stencil, 51

Value Stream Map template, 51–52

valves, stencil for, 42

vanishing point, 35, 93

variable grid, 173

Vehicles stencil, 47

ventilation, templates for, 43

vertical alignment of text blocks, 127

vertices

 adding to drawing, 207–208

 definition of, 102

 moving, 206–207

 shaping corners using, 106–107

 snapping to, 179

Video Surveillance stencil, 49

View toolbar, 147, 171, 253

Visio 2007

 closing, 27

 features in, 9–10, 11–12

 new features in, 1, 13–14

 starting, 18–19

 using with Vista, 16–18

 versions of, 10–11, 14

 Web sites for, 365–369

Visio Extras stencils, 114–115, 267

Visio Professional, 10, 14

Visio Standard, 10

Visio The Blog Web site, 367

Visio Viewer, 348

VisioCafe Web site, 365–366

VisioModeler IMD files, importing to
 Database Model Diagram template, 38

Vista, 16–18

• W •

Walls, Doors, and Windows stencil, 45

Walls, Shell, and Structure stencil, 40

WAN (Wide-Area Network), stencil for, 39

Warehouse-Shipping and Receiving stencil, 47

Web pages, saving drawings as, 348–349

Web Site Map Shapes stencil, 37, 52

- Web Site Map template, 52
- Web site resources
- for drawing page sizes, 230
 - for drawings in this book, 5
 - for EPC diagrams, 41
 - for ER notation, 38
- Essential Strategies Web site, 38
- for Express-G notation, 41
 - for Fault Tree Analysis Diagrams, 41
 - for Gane-Sarson Data Flow Diagram (DFD) notation, 38
 - for IDEF0 diagrams, 43
 - for IDEF1X notation, 38
 - for Ishikawa diagrams, 36
 - for ITIL diagramming, 44
 - for Jackson methodology, 44
 - for LDAP diagrams, 44
 - NIST (National Institute of Standards and Technology), 41
 - for online printing services, 83
 - for ORM diagrams, 45
 - for PERT charts, 46
 - for PFD diagrams, 47
 - for PID (Piping and Instrumentation) diagrams, 46
 - for ROOM diagrams, 48
 - for STEP specification, 41
 - for TQM (Total Quality Management), 51
 - for UML (Unified Modeling Language), 51
 - University of Texas Web site, 38
 - for Value Stream mapping, 52
 - for Visio software, 365–369
 - for workflow diagrams, 53
- Web sites, Conceptual Web Site template for, 37
- Welding Symbols stencil, 46
- Whole Page button, Print Preview toolbar, 75
- Wide-Area Network (WAN), stencil for, 39
- Windows Server 2003 For Dummies* (Tittel and Steward), 33
- windows, stencils for, 40, 45
- Windows Vista For Dummies* (Rathbone), 3
- Windows XP User Interface template, 52
- wizards, creating drawings with, 67
- Wizards stencil, 52
- Work Flow Diagram template, 53
- workflows, template for, 46
- X •
- XML (Extensible Markup Language)
- generating reports as, 294
 - Web services, template for, 39
- XPS (XML Paper Specification) file format
- publishing drawings in, 350
 - saving data using, 13
- Xs, blue. *See* connection points
- Y •
- yellow diamonds. *See* control handles
- Z •
- Zoom button, Standard toolbar, 60–61
- Zoom In button, Print Preview toolbar, 75
- Zoom Out button, Print Preview toolbar, 75

